

Frequently Asked Questions about the LOI

1. Q: What is the Peer Review fee for my program? The “budget narrative” lists it as a mandatory item to include in the budget.

A: Please **ignore** the paragraph about the Peer Review fee on the “budget narrative.” That was an error. There is no longer a Peer Review fee; the amount listed on your request for LOI is the amount that you will receive for 03-04 funding and is the amount you should use on your budget form. The Judicial Council funding for program evaluation has been moved to an administrative account and is no longer part of the state’s “local assistance” funding, which is the source of funding for the CASA programs.
2. Q: When is the policies and procedures manual to be submitted to the Judicial Council?

A: The policies and procedures manual does **NOT** have to be submitted with your Letter of Intent. The Judicial Council and CalCASA will jointly sponsor a directors’ meeting in November 2003. At that meeting we will discuss what information should be included in a policies and procedures manual and when it should be submitted to the Judicial Council.
3. Q: The contracts will overlap in 02-03 and 03-04. If our CASA program wants to keep the expenditures the same for both years, won’t that be double dipping during the overlapping months?

A: Yes, that would be double dipping during the overlapping months. The Judicial Council requests that you spend all of your 02-03 funding before you start using the 03-04 funding. That may mean that you have additional funding at the end of 03-04. That’s a good thing!
4. Q: What reporting period should we use for the requested statistics under *Program Information* on the Letter of Intent, i.e., staff, volunteers, children, and percentage of county dependency population served?

A: July 1, 2002 to June 30, 2003.
5. Q: In the *Program Information* section of the LOI, do you want information on all staff or just the staff paid out of the Judicial Council funds?

A: We are interested in the demographics of all staff; it gives us a picture of how the program reflects the population of the community.
6. Q: What format should we use for the LOI?

A: A letter format with attachments is fine. As stated in the request for LOI, the letter should not be more than two pages.
7. Q: What information will we provide to the Judicial Council in the quarterly report now that there is no special project required?

- A: The quarterly report form is being revised and will be sent to the programs during the month of September.
8. Q: We previously used Judicial Council funding for personnel expenses but now want to use it for operational expenses, such as rent, insurance, and printing; can we do that?
- A: Yes. Those are all approved categories listed in your “budget narrative.”
9. Q: Do we need to submit budget information for the last 2 fiscal years, as well as, a projected budget for 03-04?
- A: You only need to submit budget information for 02-03 and projected Budget information for 03-04. Templates can be found in Attachment 2 To your Letter of Intent.